

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: Associate Governmental Program Analyst Salary: \$4400 - \$5348
Permanent, Full Time

Location: Department of Veterans Affairs
Veterans Home of California – West Los Angeles
Budget Office
800 Bringham Avenue
West Los Angeles, CA 90049

TEMPORARY WORK LOCATION: 6150 Van Nuys Blvd, Suite, 305, Van Nuys, CA 91401

WHO SHOULD APPLY:

Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. [SROA/SURPLUS PROVISIONS APPLY.](#)

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. [To view a current listing of examinations being offered by the California Department of Veterans Affairs](#), please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>.

[HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.](#)

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

Under the direction of the Budget Officer, works independently within the Veterans Home to provide analysis (fiscal, statistical, etc.), fiscal related technical assistance, and program direction to the CDVA in all areas associated with budget planning, development, and execution as related to a Veterans Home budget. Incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility and independence in performing a heavy workload, with short deadlines and the need for very high degree of accuracy and thoroughness.

- Interpret and comply with instructions and policy established by the CDVA, the DOF, and the Governor's Office related to the development of the annual Governor's Budget. Coordinate the preparation of the Home's budget change proposals; prepare detailed budget reports with accompanying reporting schedules and documents as required for operations of the Agency. Prepare reports and supporting documentation in preparation for agency and legislative budget hearings.
- Perform continuous budgetary reviews and maintain controls on the Home's allocations through position review and expenditure analysis associated with a the Home. Prepare reports, presentations and displays of the results of analysis. Coordinate with fiscal managers to prepare required fiscal reports or special studies related to fiscal matters, conduct analysis of fiscal affairs, including data gathered from various automated systems. Assist in the preparation and monitoring of capital outlay projects associated with one of the Veterans Homes. Monitor project funding authority, transfers and expenditures. Prepare periodic reports.
- Analyze changes in laws, rules, and regulations to assess impact on the Agency. Act as consultant in review of proposed laws and advise management of necessary changes in law to remain in compliance with current budgetary requirements. Prepare analyses of changes in laws, rules, and regulations, with regard to the effect on existing procedures and propose alternatives in systems or procedures related to resource allocation of the Department. Conduct studies, prepare spreadsheets, and other analytical instruments related to on-going or prospective operations of the Department.

How to Apply:

Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Inquiries:

Voice: (916) 653-2535

TDD: (916) 653-1966

Attn: Margaret Williams Ref: M80#113 08/09

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 # 113 08/09. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO 830-454-5393-807 RELEASED: 11.18.08